



Employee Service Recognition at Oregon State University

Introduction

The University takes pride in its tradition of honoring academic faculty, classified staff, professional faculty and public safety employees who have provided service in fulfilling the University's mission. Departments are asked to provide recognition to their employees who have reached 5, 10, 15 and 20 years of OSU service. Recognition activities for 25 years and beyond are provided by University events.

Timeline & Procedure

Department representatives are encouraged to review their employees' length of service dates early in the calendar year. If, after reviewing years of service based on the guidelines below, errors in employee service dates are found, corrections are made by having departments forward this information to [HR Support Services](#) in winter to inform 25-Year Club recognition activities. Having correct records is important in order for this effort to be timely and meaningful.

CORE Reports HRS0007 (Length of Service) and HRS1553 (25 Year Club Member Audit) may be helpful to departments in their review. Contact [Jennifer Short](#) for assistance.

Additional information about employee recognition at OSU is available at:
<https://hr.oregonstate.edu/policies-procedures/administrators/employee-recognition>

Recognition Certificates

Service recognition certificates are available from Printing & Mailing Services at <http://members.printable.com/oregonstateuniversity/oregonstate/> for departments wishing to recognize their faculty and staff with 5, 10, 15 and 20 years of OSU service. Recognition certificates for 25 years and beyond are presented university wide at the 25 Year Club celebration.

Guidelines for Counting Service

We ask that you follow these guidelines for counting service so that we have a consistent approach for all University employees.

Periods of service that count toward employee service recognition:

- Length of service is counted for employees currently in academic faculty, classified, professional faculty and public safety appointments.
- To receive credit for a full year of service, the employee must be half-time (.50 FTE) or greater in all combined eligible appointments for that year. See #4 below if the employee's service was less than half-time (.50 FTE) for any portion of the year.
- Include periods of "temporary" employment (academic wage or temporary classified appointments) at OSU for classified and unclassified employees who later became

regular employees without a break in service between the temporary and regular appointments.

- Include periods of sabbatical leave taken from OSU with full or partial salary.
- Include periods of military leave in which the employee was called and served in active duty.
- Include periods of part-time employment of less than half-time (.50 FTE) and prorate the period of service by the employee's FTE. If the employee had periods of service during a year in which they were half-time or greater, do not prorate that service period.
- Include periods of academic-year leave without pay for 9-month faculty and classified employees.
- Include periods between seasons for classified seasonal employees.
- Include periods of leave without pay for absences up to one year in duration.
- Include periods of continued employment post-retirement as long as the appointment is a paid appointment and is .5 FTE or above.

Periods of service that do not count toward employee service recognition:

- Do not include periods of leave without pay for absences of one year or more in duration.
- Do not include periods of student employment or graduate employment.
- Do not include periods of employment with other public agencies (State of Oregon, community colleges, school districts, cities, counties, etc.).
- Do not include periods in emeritus, courtesy or affiliate status.
- Do not include periods in which the individual was an independent contractor for the University.

Frequently Asked Questions

When should recognition certificates be given to employees?

There is no required time. May is common because it coincides with 25-Year Club recognition activities, and OSU's academic-year employees are still on campus.

Do emeritus faculty receive recognition certificates?

Yes, but only if they also hold a paid post-retirement appointment at .5 FTE or above.